

**Ms KAVITHA  
ANNAI THERASA STREET,  
16 THANDALAM, PARUKKAL  
CHEYYUR TALUK,  
CHENGALPATTU-603301**

August 18, 2021

## **TRAINEE APPOINTMENT LETTER**

Dear Kavitha,

Welcome to our innovative and dynamic team!

We are pleased to extend an appointment to you as **Trainee – Developer** at Kryptos Infotech LLP., by way of and under the terms of this letter, and the attachments and documents referenced herein.

Your employment will commence on **August 18, 2021** and you will work in the Kryptos Technologies Pvt Ltd located at No.29 Sarathy Nagar, 1st floor, Narayana Complex, Velachery 600042 as per the terms and conditions in Annexure A

We are confident that we will offer you many challenges and rewards and we know that you will bring talent and ideas as well.

For **Kryptos Infotech LLP.**,



**Dr. Sharda Aiyer**  
**Vice President – Human Resources**

### **Kryptos Infotech LLP**

No 29, Sarathy Nagar, 1st floor, 'C' Wing, Narayana Complex,  
Velachery, Chennai, Tamil Nadu 600042.  
+91 - 44 - 4391 5151 | [www.kryptostech.com](http://www.kryptostech.com)  
CIN: AAI - 7384

## **ANNEXURE A**

### **1. Appointment**

- a. You shall be in Training for a period of 6 months. Your efficiency shall be reviewed and assessed periodically during your Training period. Upon satisfactory completion of the Training, you shall be confirmed in the Company rolls. After completion of the Training, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on Training.
- b. Your place of posting shall be in Chennai, Tamil Nadu, India. During your employment with the Company, you may be required to travel.
- c. Office of Kryptos works 24/7 and you will work 6 days a week with 1 day off which would be on rotational basis. You may, however, be required to work extra hours (as required by the exigencies of the work).

### **2. Leave**

- a. As per Company policy, you shall be eligible for one Sick leave per month during the Training period. Subsequently, on confirmation, you shall be entitled for 12 days of casual leave and 12 days of sick leave, which shall be intimated at the time of confirmation.

### **3. Medical**

- a. You are required to maintain yourself in a state of medical/physical/mental fitness. Any neglect on your part in this regard may render you medically unfit during service which in turn would render your services liable for termination with immediate effect, notwithstanding anything else in this letter.

### **4. Responsibility**

- a. In view of your position in organization, you must effectively, diligently and to the best of your ability perform all the responsibilities and ensure results. In this regard, you are required not to engage in activities that has an adverse impact on the reputation/image of the Company, whether directly or indirectly.
- b. You need to comply with the Policies of the Company as they form an integral part of the terms of employment with the Company. Consequently, you are required to understand the scope and intent behind the policies and comply the same. These policies are updated/modified and new policies may be introduced from time to time. As and when this happens, the Company shall notify you and you shall be required to comply with the same.
- c. We trust you have not provided us with any false declaration or willfully suppressed any material information. Please note that you are required to inform us if there are any

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agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

- d. This appointment is based on the information given by you to us in your employment/personal data form and otherwise and shall be considered null and void if a material error/suppression of false details is discovered therein at any time which in turn would render your services liable for termination with immediate effect, notwithstanding anything else in this letter.
- e. You shall always maintain Company property in good condition which may be given to you for official use during your service and shall return all such Company properties to the Company immediately on relinquishment of your services, failing which the cost of such properties shall be recovered from you.

## 5. Confidentiality

- a. You shall observe utmost confidentiality and secrecy of all information received by you or entrusted to you during your employment and you shall at all times, whether during or after separation from the Company, act with utmost fidelity and do not disclose or divulge either written or orally, either through private or public any such data or information.
- b. You may in the future, come into the possession of certain confidential information belonging to us including but not limited to trade secrets, customer lists, supplier lists, reports, documents, prices, pricing schedules, methods, processes, Knowledge data base or marketing plans and You at no time, shall reproduce, store in a retrieval system or transmit in any form or by any means – electronic, photocopying, scanning or otherwise any copyrighted material which is the property of the Company.
- c. Cyber Crime - You hereby expressly agree that you shall not either directly/indirectly commit any cybercrime and not gain unauthorized access to the computer system or computer network, downloads, copies nor extract any information or data from such system. Access is denied to any unauthorized person due to risk of tampering of any system/network with the object of operating the account. Alteration or deletion of any information residing in a computer resource by diminishing the value or utility of the function of the computer system or network through any means or anything which has the effect of adversely affecting the performance of a computer network or the services or contravenes any provision of the Information Technology Act 2000 is punishable.
- d. Violation of this agreement by you shall entitle us to other legal remedies, including attorney's fees and costs and this shall be governed by the laws of India and any disputes shall be settled through Chennai Court.

## 6. Notice Period

In the event of your resignation, if you wish to resign from the services of the Company during

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the period of Training, you are to give one month's notice or compensation in lieu of notice as decided by the Company. However, the Company can terminate your services during probation without any notice.

## 7. Compensation

- a. Your cost to the Company shall be INR **250,000/- (Two Lakh Fifty Thousand only)** per annum as stipend.
- b. Your performance and contributions will be reviewed at the ends of 6 months and compensation will be revised based on the achievements
- c. You are required to strictly maintain the secrecy and not divulge or communicate information regarding your remuneration/terms of employment to any other employee of the Company. Any such disclosure is a serious case of indiscipline and would render you liable for termination with immediate effect notwithstanding other
- d. terms and conditions mentioned in the appointment letter.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Sincerely,

For **Kryptos Infotech LLP.**,



**Dr. Sharda Aiyer**  
**Vice President – Human Resources**